

Practical Time Management
Design and Development by Adele O. Connell, PhD
Work-Based Learning Summer Conference, Tuesday, June 24, 2003

Group Practical Exercise

Two-Way Communication

Review Job Description

Identify Goals and Responsibilities

Clarify Job Priorities with Your Boss and Co-Workers

Prioritize Tasks

List Key Tasks

Prioritize Tasks

- By Importance
- By Time

Prioritizing Tasks by Importance and Time	
Big A's <ul style="list-style-type: none">• Highly Important• Longer Time	Little a's <ul style="list-style-type: none">• Highly Important• Lesser Time
Big B's <ul style="list-style-type: none">• Important• Longer Time	Little b's <ul style="list-style-type: none">• Important• Lesser Time
Timeframes: <ul style="list-style-type: none">• D = Daily• W = Weekly• M = Monthly• Q = Quarterly• Y = Yearly	Importance <ul style="list-style-type: none">• A/a = Essential to Job Success; Failure to do Task results in Poor Performance Review• B/b = Contributes to Job Success; Failure to do Task does not Impact Performance Review significantly

My Job's Key Tasks and Components Instructions (on next page)

1. List 10-20 tasks and components that must be done in order for you to achieve your performance objectives.
2. Prioritize the tasks according to time and importance (A or a or B or b).
3. Identify if the task must be done on a daily, weekly, monthly, quarterly, or yearly basis (for the purposes of this exercise only).
4. Share your job's key tasks and components with co-workers and your boss (if possible).
5. Make changes, if necessary, after receiving feedback.

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My Job's Key Tasks and Components	Priority A or a or B or B	Timeframe D, W, M, Q, or Y
1.		
2.		
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Instructions Now, identify some of your daily, weekly, monthly, quarterly and yearly tasks in the space below. Then, use this page as a reference point when completing your daily planning.

Task Timeframes	Prioritize
<i>Daily</i>	
<i>Weekly</i>	
<i>Monthly</i>	
<i>Quarterly</i>	
<i>Yearly</i>	

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Amazon.Com Results for Top Three Most Popular Books on Time Management

Most popular results for time management :

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1. [Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule and Your Life](#) -- by Julie Morgenstern; Paperback
[Buy new: \\$10.50](#) -- [Used & new from: \\$2.69](#)
- 

2. [How to Get Control of Your Time and Your Life](#) -- by Alan Lakein; Paperback
[Buy new: \\$6.99](#) -- [Used & new from: \\$1.73](#)
- 

3. [Getting Things Done: The Art of Stress-Free Productivity](#) -- by David Allen; Paperback
[Buy new: \\$11.20](#) -- [from: \\$5.95](#)